

As you may be aware, I am retiring from office at the end of December, and I would like to thank you for allowing my staff and I the privilege of handling a case for you at some point during my tenure. Pursuant to Congressional policy, our office must contact all constituents who have opened cases with our office to see if they would like to have their case files returned or destroyed.

If you would like to receive the file containing documents pertaining to your casework, please contact Rose Ann Maldonado or Victoria Shoemaker of my staff. They can be reached at (210) 472-6195. Once you speak to them proper arrangements will be made. Due to the confidential information contained in each file, I must inform you that all files must be picked up in person and by the individual the file pertains to. Unfortunately, no exceptions can be made to picking up the file in person; no files will be mailed. Anyone picking up a file will be asked for proper identification. Please note that you must pick up your file no later than **September 14, 2012**. Any casework files remaining in my office's possession after that date will be shredded.

I would like to take this opportunity to sincerely thank you for your support and your confidence in my office. It has been a true privilege to represent the 20th District of Texas and an honor to work on your behalf.

Sincerely,

A handwritten signature in black ink, appearing to read "Markie", written in a cursive style.